



State of California • Department of General Services • Gray Davis,
Governor

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Interagency Support Division

1130 K Street, Suite 400 • Sacramento, California 95814 • (916) 445-3160

January 3, 2002

District Superintendent
School District Name
District Address

Subject: **PLEASE READ – IMPORTANT INFORMATION REGARDING THE PROJECT
TRACKING NUMBER GENERATOR WEB SITE**

The following letter was sent to all school district superintendents on September 19, 2001. It is important that this letter be forwarded to the person(s) responsible for submitting school facility applications to state agencies on behalf of the district. This letter includes a password vital to the filling an application for new construction or modernization of school facilities.

A Web site has been developed that establishes a point of entry for school districts in beginning a school facility project. The development of the web site is a result of the joint efforts of the Office of Public School Construction (OPSC), the Division of the State Architect (DSA) and the California Department of Education (CDE). This interactive Web-based application will generate a project tracking number (PTN) each time a school district logs in a proposed school facility project. After this system is in place for awhile, school district representatives and other stakeholders will benefit with the ability to have “one click” access to the status of a specific school district project as the project progresses through the various approval processes of the three offices. The PTN, aka common identifier, is necessary for the three State offices to connect their individual tracking systems.

To obtain the PTN, a school district will enter information about a proposed project, such as the name of the school, type of school, type of project, square footage, and other basic information. In addition, the site will provide a summary of the basic information entered by the district on each school project assigned a PTN. This will assist school districts in managing their projects and avoid duplicate entries for the same project. The PTN will be required on all project application forms relating to the construction or modernization of school facilities that are filed for the first time with any of the three State agencies on or after October 1, 2001, whether or not State funding will be requested. The forms requiring the PTN are:

- Form 4.02, School Site Report (filed with the CDE)
- Form 4.03, School Site Certification (filed with the CDE)
- Form 4.07, Plan Submittals for New Construction Projects (filed with the CDE)
- Form 4.08, Summary of Modernization Specifications (filed with the CDE)
- Form SAB 50-04, Application for Funding (filed with the OPSC)
- Form ORS-1, Application for Approval of Plans and Specifications (filed with the DSA)

If a form is being submitted that does not yet have a place for the PTN, please write the assigned PTN at the top right hand corner of the application form, example: PTN: 12345-1.

A PTN will not be required for projects filed with the OPSC that already have a School Facility Program or Lease-Purchase project application number assigned. Each office will continue to use existing project application numbering systems; the project tracking numbers assigned on this web page allows the connectivity of data between the three offices. The PTN is not a project application number and does not guarantee a place in line for review, approval or funding.

Some school districts participated in the testing of the Web site and their suggestions have been incorporated. The "Project Tracking Number Generator" web site is now online at:

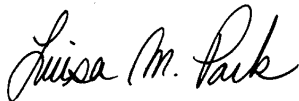
http://www.opsc.dgs.ca.gov/projnumgen/proj_track_home.asp

The password assigned to your district is: #####

You will need your five-digit school district code and this password to use the Project Tracking Number Generator. You can change your password at any time. Again, please forward this letter to the person(s) authorized to file new construction or modernization applications on behalf of the district.

Thank you for your patience and cooperation. Should you have any comments or questions regarding this site, contact your OPSC project manager. If you forget your password, email: rmellies@dgs.ca.gov. Subject: Forgot password to the Project Tracking Number Generator.

Sincerely,

A handwritten signature in cursive script that reads "Luisa M. Park".

LUISA M. PARK
Executive Officer
Office of Public School Construction